



QACP 2 - DOCUMENT CONTROL PROCESS

PURPOSE:

To ensure the control of documents within the quality system.

SCOPE:

All documents within the quality system of Triton Marine Group Inc.

DEFINITIONS:

None

RESPONSIBILITIES:

The Management Representative has overall responsibility for ensuring that all quality system documents and data are formally controlled.

All employees are responsible for ensuring that documents and data used are current unless otherwise authorized.

REFERENCES:

Master List of Documents
Master List of Forms
Master List of Standards
Division Master List of Forms
Division Master List of Service Manuals
Division Master List of Quality Records



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PROCEDURE:**2.1 Process Links**

Inputs	Process Activities	Outputs
<i>Management Review Process</i> <i>Internal Audit Process</i> <i>Performance Analysis Process</i> <i>Improvement Process</i>	Create / modify document Document approval Document distribution	Controlled documents

2.2 Control of Manual

- 2.2.1 The Managing Director is responsible for the overall monitoring of the conformance to and effectiveness of the systems and procedures described in the Quality Assurance Manual (QAM), Quality Assurance Corporate Procedures (QACP), Quality Assurance Division Procedures (QADP) and Work Instructions (WI).
- 2.2.2 The Management Representative through, as appropriate, the Division Management Representative in each Division is responsible for the day-to-day monitoring of the conformance to and effectiveness of the systems and procedures described in the Quality Assurance Manual (QAM) and the Quality Assurance Corporate Procedures (QACP).
- 2.2.3 The Management Representative through the Division Management Representative in each Division is responsible for the day-to-day monitoring of the conformance to and effectiveness of the systems and procedures described in the Quality Assurance Division Procedures (QADP) and Work Instructions (WI).
- 2.2.4 Revisions are controlled through the Tables of Revisions of the QAM, QACP, QADP and WI. When a document is revised, it is identified by a new revision number. Each revision cancels the previous revision level of the document. Where practical, changes are identified by a line on the right side and/or by italics.



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- 2.2.5 The Table of Revisions in either the QAM, QACP, QADP or WI, as appropriate, is signed by an authorized person before the release of any new document or change to any existing document and only after review and concurrence with the additions or adjustments. The signature on the Table of Revisions in the appropriate column relating to a document indicates approval of that document.
- 2.2.6 The person authorized to approve the QAM and QACP is the Managing Director. The person authorized to approve the QADP and WI is the Division General Manager or Managing Director responsible for the area to which QADP and WI apply.
- 2.2.7 The QAM, QACP, QADP and/or WI may be completely reissued at the discretion of the Managing Director or the Management Representative, or by decision during the management review process. Issue numbers are raised one level and all revisions renumbered to "0" This process is recorded in the appropriate Table of Revisions.
- 2.2.8 The Records of Distribution identify the holders of controlled copies of the QAM, QACP, QADP and WI. The Management Representative is responsible for the distribution of new or revised QAM and QACP. Authorized persons within each Division are responsible for the distribution of new or revised QADP and WI within their Divisions.
- 2.2.9 From time to time, part or full copies of the QAM, QACP, QADP and WI may be issued for information. These copies are uncontrolled. Only the Managing Director, the Management Representative or the General Managers may authorize uncontrolled distribution of copies.
- 2.2.10 All controlled copies of the QAM, QACP, QADP and WI are printed on grey coloured paper. Uncontrolled copies of the QAM, QACP, QADP and WI are not printed on grey coloured paper.
- 2.2.11 Current issues of all documents are readily available at all locations where operations essential to the effective functioning of the quality system are performed.
- 2.2.12 The Management Representative and the Division Management Representatives are responsible for ensuring that all invalid or obsolete documents are promptly removed from all points of issue or use. Any obsolete or superseded documents retained are clearly identified.
- 2.2.13 From time to time, part or full copies of the QAM, QACP, QADP and WI may be issued for information. These copies are uncontrolled. Only the Managing Director,



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the Management Representative or the General Managers may authorize uncontrolled distribution of copies. No record of uncontrolled copies need be kept.

- 2.2.14 Prior to every Corporate Management Review meeting, the Corporate Management Representative and the Division Management Representatives review the applicable Quality System documents to ensure that they remain relevant and suitable for use. The results of the review are presented at the ensuing Corporate and Division Management Review meetings.

2.3 Forms

- 2.3.1 Forms used by all divisions within the Triton Marine Group are controlled through the Triton Master List of Forms. The name and issue date of each form is included on the Master List of Forms and are displayed on the form itself. A master hard copy of each form is kept with the Master List of Forms.
- 2.3.2 Changes to each Triton form are authorized and controlled by the Management Representative. Authorization is indicated by signing the Master List.
- 2.3.4 Forms specific to one Division of the Triton Marine Group are controlled through the Division Master List of Forms. The name and issue date of each form is included on the Division Master List of Forms and are displayed on the form itself. A master hard copy of each form is kept with each Division Master List of Forms.
- 2.3.5 Changes to each Division form are authorized and controlled by the Division Management Representative. Authorization is indicated by signing the Division Master List.

2.4 Promotional and Technical Literature

- 2.4.1 The promotional literature of the Triton Marine Group and its Divisions may be used to assist in decision making activities affecting quality of its product. There are no formal controls. However, confirmation that the information in the literature is current is made prior to any action being taken based on that information.

2.5 Service Manuals

- 2.5.1 Service manuals for mechanical equipment used by the Triton Marine Group are controlled by the Maintenance Manager. Service Manuals for liferafts are controlled



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by the Manager, Liferaft and Safety. Service manuals for electronic equipment sold by the Divisions of the Triton Marine Group are controlled by the persons in the Divisions responsible for servicing.

- 2.5.2 Control of service manuals for mechanical equipment used by the Triton Marine Group is maintained through the Maintenance Master List of Service Manuals. Control of Service Manuals in each Division is maintained through Division Master List of Service Manuals. The list includes the equipment or product name plus, where applicable, model number and revision number and the date on which the manual was received.
- 2.5.3 When a new service manual is obtained, the person responsible for servicing the equipment or product approves it for adequacy. The approval is indicated on the front cover of the master copy of the manual. After approval, the appropriate Master List of Service Manuals is updated. Service manuals that have been superseded are clearly identified.
- 2.5.4 Service Manuals received prior to December 1, 1998 are approved for adequacy as they are used by the person responsible for servicing of the equipment or product. Service Manuals received prior to December 1, 1998 that have not been used subsequent to that date are not required to indicate approval.
- 2.5.5 When a revision to a service manual is received, it is reviewed and approved for adequacy by the person responsible for servicing the equipment or product. The Table of Revisions for the manual is updated and signed by the person responsible for the servicing. All copies of the manual within Triton Marine are updated.
- 2.5.6 Service manuals in the possession of dealers are uncontrolled. A list of service manuals distributed to dealers is kept and copies of revisions are forwarded as appropriate.
- 2.6 Standards and Specifications**
- 2.6.1 Standards and specifications, international, national and customer, used by Triton Marine Group and its Divisions are controlled through the Master List of Standards and Regulations by the Management Representative. The list includes the title of document, specification number, revision number and issue date, as applicable.



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2.6.2 When a new or revised standard or specification is obtained, the Management Representative or appropriate Division Manager approves it for adequacy. The front page of the standard or regulation is signed to indicate that it has been successfully reviewed. After approval, the Master List of Standards and Specifications is updated.

2.6.3 If there is a need to retain the superseded standard or specification for use in servicing or repair, it is clearly identified and kept on the Master List.

2.6.4 Uncontrolled copies of standards and specifications are permitted.

2.7 Sales and Service Bulletins

2.7.1 When Sales or Service Bulletins are used by a Division to provide information to dealers of a marketing or technical nature, respectively, the content of these Bulletins, but not the distribution, is controlled through the Division Master List of Sales and Service Bulletins. The Master List includes the title, bulletin number and issue date.

2.7.2 Prior to issue, the Bulletin is reviewed for accuracy and clarity of content by, for Sales Bulletins, the General Manager and, for Technical Bulletins, by the person in the Division responsible for the servicing. The review approval is indicated on the front page of the Master Copy.

2.8 Quality Records

2.8.1 Quality records are identified on the Division Master List of Quality Records displaying the record name and the minimum retention period for each record. Each Division maintains its own Division Master List of Quality Records. Quality records are controlled as per QACP 13 (Control of Quality Records).

2.9 Use of Computers

2.9.1 Most controlled documents generated on a computer have master hard copies stored in appropriate areas and controlled as described in this Procedure.

2.9.2 Access to master copies of those controlled documents that are kept on a server is password controlled and limited to persons authorized to approve the documents. Inclusion on a Master List of such documents demonstrates that the document has been approved for adequacy. If the Master List is kept on the computer, it has the same controlled access.



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- 2.9.3 Quality records may be kept on networked computers with the files stored on the network server. Access to the records is password controlled.
- 2.9.4 Data on all computer networks are backed up at the end of each business day by the computer systems department.
- 2.9.5 Data stored on individual computer hard drives and not stored on a network server is used for information purposes only. Where the loss of information could significantly affect efficiency, the computers are backed up at least weekly. The frequency of backup is determined by the General Manager or Department Manager.
- 2.9.6 Daily backups are kept for one week. Weekly backups are kept for one month. Monthly backups are kept for one year. The backup at the end of each financial year, is kept for ten years.
- 2.9.7 Each employee is responsible for performing data backup on computers assigned to them. The person performing a daily backup is responsible for the safe storage of the backup.
- 2.9.8 The safeguarding of all weekly, monthly and annual backups is the responsibility of the General Managers and Department Managers. These backups are kept in safe storage.